



The State Bar of California

OPEN SESSION AGENDA ITEM 50-2 SEPTEMBER 2023

DATE: September 21, 2023

TO: Members, Board of Trustees

FROM: Steve Mazer, Chief Administrative Officer

SUBJECT: Report of Action Taken by the Board Executive Committee Approving Specified Contracts Pursuant to Business and Professions Code Section 6008.6

EXECUTIVE SUMMARY

This item provides notice to the Board of Trustees of action taken by the Board Executive Committee to approve contracts in between regularly scheduled Board meetings.

BACKGROUND

Pursuant to Business and Professions Code section 6008.6, the State Bar shall award no contract for goods, services, or both, for an aggregate amount in excess of \$50,000, or for information technology (IT) goods, services, or both, for an aggregate amount in excess of \$100,000, except pursuant to the standards established in Article 4 (commencing with section 10335) of Chapter 2 of Part 2 of Division 2 of the Public Contract Code and approval of the Board of Trustees. In the event that approval for a particular contract by the Board is not feasible because approval of the contract is necessary prior to the next regularly scheduled meeting of the Board, the executive director may approve the contract after consultation with and approval by a designated committee of the Board and subject to notification of the full Board at the next regularly scheduled meeting. Board Policy Manual section 5.2.5 designates the Board Executive Committee for this purpose.

DISCUSSION

The contracts listed below are in excess of \$50,000 (or for IT goods and services, in excess of \$100,000), and have met the standards established by Article 4 of the Public Contract Code, as implemented through the State Bar's Procurement Policy. Because these contracts required

execution before the next regularly scheduled meeting of the Board of Trustees, they were approved by the Board Executive Committee on August 10, 2023.

Ref #	Office	Cost Center	Fund	Vendor	Contract Amount	Goods or Services
1	General Services	5520	General Fund	Able Engineering Services	\$243,529	Los Angeles Office Engineering and Maintenance Services
2	Case Management & Supervision	8620	Lawyer Assistance Program Fund	Hancock S-REIT LA Corp	\$177,295	Office lease
3	Admissions	8312	Admissions Fund	Robert Half International	\$500,000	July 2023 Bar Exam Temporary Staffing Services
4	Professional Competence	8810	General Fund	AllenComm	\$170,000	E-Learning Training Module Services

1. ABLE Engineering Services

Vendor provides engineering services for the Los Angeles office. The requested funds are for a one-year term. These recurring services are part of core business operations in the Office of General Services and are included in the annual budget.

2. Hancock S-REIT LA Corp

Vendor provides leased off-site office space for the Lawyer Assistance Program. The requested funds are for a one-year term and are part of core business operations in the Office of Case Management and Supervision-LAP. The cost is included in the annual budget. This is year six of a seven-year lease. While early termination of the lease is not possible as lease costs would still be owed, and efforts to secure a sublease have been unsuccessful, the State Bar will not renew the lease when it expires in 2025.

3. Robert Half International

Vendor provides bar exam temporary staffing services, including proctors. These recurring services are part of core business operations in the Office of Admissions and are included in the annual budget.

4. AllenComm

Vendor provides e-learning training module services. The cost of this contract is included in the annual budget for the Office of Professional Competence. Beginning in 2024, the State Bar will assess fees for some e-learning it provides, generating revenue to offset this core business expenses.

FISCAL/PERSONNEL IMPACT

Unless a different funding source is specified, the expenses above are included in the 2023 budget for the cost center noted, or will be included in the budget for future years per the normal budget planning process.

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS

None – core business operations

RECOMMENDATIONS

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

WHEREAS, the contracts listed herein required execution before the next regularly scheduled meeting of the Board of Trustees; and

WHEREAS, on August 10, 2023, the Board Executive Committee approved said contracts; it is hereby

RESOLVED, that the Board of Trustees affirms the action taken by the Board Executive Committee on behalf of the Board.

ATTACHMENT LIST

None